



**STEPSTONE REALTY**  
Moving Real Estate Forward

## CHANGING SPONSORSHIP TO STEPSTONE REALTY

### TREC Online Instructions

**\*\*Be sure to select StepStone Realty, LLC NOT Angie Francis as your new Broker\*\***

If you already have your real estate license and are changing Brokers follow the steps below to help you navigate the TREC online licensing services.

1. Log in at <http://www.trec.texas.gov>
2. Click your name at the top right hand of the page and choose “My License Services” from the drop-down menu.
3. At the Quick Start Menu under “Change your license information and manage relationships” you will select “Manage my sponsorship (sales)”.
4. Search here for “StepStone” or “0572467”  
**\*\*Be sure to select StepStone Realty, LLC NOT Angela Francis as your new Broker\*\***
5. Continue to follow the prompts and pay the fee.
  - a. In application summary, click “Submit” to confirm sponsorship request.
  - b. Review information. Select “Yes” and click “Next” to finalize and pay fee.
6. Your Broker will receive an email notification of the request and will respond
  - a. Occasionally TREC has technical difficulties. We recommend you also email [angie@stepstonetexas.com](mailto:angie@stepstonetexas.com) to alert her of your request.